



Division of Wastewater Engineering

Clean Vessel Act Application

To be considered for funds allocated to Virginia under the Clean Vessel Act, complete this form and mail it to:

Robert G. Clark
Division of Wastewater Engineering
1500 East Main Street, Suite 109
P. O. Box 2448
Richmond, Virginia 23219

Marina Name

County / City

Owner's Name

Owner's Phone

Owner's Mailing Address

Operator's Name

Operator's Phone

Circle the appropriate response:

1. Do you wish to receive funds from the Clean Vessel Act to upgrade sewage handling capacity at your facility?
Yes No
2. Do you wish to install or upgrade a sewage pump-out system?
Install Upgrade
3. Do you wish to install or upgrade a sewage dump station?
Install Upgrade

Signature

Date

Procedures to Use the Clean Vessel Act (CVA) Funds Allocated to Virginia

Step I

The Marina owner will apply for funding under the CVA to install a boat sewage dump station.

Step II

The CVA coordinating committee will prioritize all requests for funds and the Virginia Department of Health (VDH), Division of Wastewater Engineering (DWE) will notify each applicant of acceptance for funding.

Step III

The applicants that were accepted for funding will submit to VDH, DWE, through the local health department, a plan for the pump-out and/or dump station they wish to install. The plan will be accompanied by a signed agreement to meet the stipulations placed on the marina receiving CVA funds the the U.S. Fish and Wildlife Service. A draft copy of a proposed agreement is attached.

Step IV

DWE will approve, request revisions or disapprove the plan as submitted and will notify the marina owner of action taken.

Step V

After notification of plan approval, the applicant will obtain three bids, if possible, providing itemized cost estimates and time schedules for installation of this equipment.

Step VI

The marina owner, and DWE marina staff will review the bids and upon mutual agreement, decide which bid is most responsive and can be accepted.

Step VII

The marina owner will obtain the required permits, engage the contractor who submitted the selected bid and authorize installation of the pump-out and/or dump station as called for in the plan approved by VDH. Any modification to the approved plan will require prior approval from DWE. For significant modifications, the owner may be required to submit a new or revised plan to DWE for approval.

Step VIII

After the installation is completed, DWE will be notified to make an inspection to determine that the pump-out and/or dump station has been installed in accordance with the approved plan. A site inspection will be made by the DWE and/or the local health department.

Step IX

The marina will be notified by the DWE of the final approval or disapproval of the pump-out and/or dump station.

Step X

Once the marina owner has been notified of the final approval, the owner shall pay for the work that has been done in full and obtain a paid receipt.

Step XI

The owner of the marina shall present the paid receipt to VDH for processing. The commonwealth will reimburse the owner of the marina for 75% of the total cost of the pump-out and/or dump station within 60 days of the time a proper receipt is received. At this time, it is anticipated that the marina owner will receive the reimbursement within 30 days from the time that the proper receipt is received by VDH.



Clean Vessel Act (CVA) Agreement Sample

This agreement between the Commonwealth of Virginia (Commonwealth) and _____
(marina name) is made in order to provide a public facility for the safe removal of sewage from boats and is entered
into this _____ day of _____ (month, year) and provides that:

1. _____ (marina name) and the Commonwealth will share the cost of installing and/or renovating a pump-out station and/or dump station with the State providing 75% of the funds from the Clean Vessel Act (CVA) grant and _____ (marina name) providing the remaining 25%.
2. The design, installation and operation of the pump-out station and/or dump station must be approved by the Commonwealth, in accordance with State regulations and CVA guidelines.
3. _____ (marina name) pump-out and/or dump station facility must be accessible to all vessels during normal operating hours, seven days a week from May 15 through September 15 and the pump-out facility is to be used solely for the purpose of removing sewage from boats.
4. _____ (marina name) may charge a fee of \$5.00 for the use of the pump-out facility constructed or maintained with State funds, except for holding tanks of 30 gallons or more capacity, in which case the fee may be adjusted as mutually agreed upon.
5. _____ (marina name) will locate and place all appropriate informational signs, as required, at dump stations and pump-out stations indicating location and other information as necessary, including: fees, restrictions, hours of operation, operating instructions, and a contact name and telephone number if the facility is inoperable.
6. In the event that the ownership of _____ (marina name) changes hands, the Director of Division of Wastewater Engineering of the Virginia Department of Health shall be promptly notified in writing.
7. If _____ (marina name) is sold, this agreement shall be incorporated in the sales contract and becomes binding upon the new owner until a new agreement can be executed. The equipment will be returned to the Commonwealth of Virginia if operation of such is not in compliance with this agreement.

(marina name)

(owner's name)

